


**University of Alabama System
Board Rule 415 (2/2005)
Board Submittal Checklist Criteria**

*** Board Submittal Checklist No. 2
Capital Project – Stage II Submittal/1
(Architect Ranking) /8**

Campus: The University of Alabama
Project Name: University Services Campus Renovations
Meeting Date: February 8 – 9, 2018

- * 1. Completed Board Submittal Checklist No. 2
- 2. Transmittal Letter to Chancellor from Campus President requesting the project be placed on the agendas for the forthcoming Physical Properties Committee and Board of Trustees (or Executive Committee) meetings
- 3. Proposed Board Resolution requesting approval of Stage II Submittal (Architect Ranking, Project Scope and Project Budget; authority to proceed with Owner/Architect contract negotiations)
- 4. Campus correspondence/photos providing supporting project information
- 5. Revised Executive Summary – Proposed Capital Project. /2
- 6. Executive Summary – Architect, Engineer, Selection process (include Interview Outline). /3, /4, /5
- 7. Campus letter requesting approval of the ranking of firms and authority to submit to the Physical Properties Committee for approval – signed by the Chair of the Physical Properties Committee and signed by the UA System Vice Chancellor for Finance and Administration. /6
- 8. Revised Project Planning Report/2
- 9. Preliminary Business Plan (if applicable)/7
- 10. Campus map(s) showing Project site

Prepared by: 

Approved by: 

/1 Reference Tab 3H - Board Rule 415 Instructional Guide

/2 Reference Tab 3E - Board Rule 415 Instructional Guide

/3 Reference Tab 3K - Board Rule 415 Instructional Guide

/4 Reference Tab 3L - Board Rule 415 Instructional Guide

/5 Reference Tab 3M - Board Rule 415 Instructional Guide

/6 Reference Tab 3N – Board Rule 415 Instructional Guide

/7 Reference Tab 3V – Board Rule 415 Instructional Guide

/8 After completion of negotiations on Owner/Architect Agreement, provide notification to Chair of the Physical Properties Committee and UA System Vice Chancellor for Finance and Administration.

Reference Tab 3-O-Board Rule 415, Instructional Guide

- * Basic documents required for this Board Submittal Package include other supporting materials, correspondence, etc., as may be required to fully describe or illustrate project being submitted for approval to Physical Properties Committee and Board of Trustees.

RESOLUTION

UNIVERSITY SERVICES CAMPUS RENOVATIONS

WHEREAS, on September 12, 2014, the Executive Committee of the Board of Trustees approved the purchase of the Partlow Campus, comprised of Parcel 1 containing 42.19 acres and Parcel 2 containing 75.48 acres for a total of 117.67 acres; and

WHEREAS, on February 6, 2015, The Board of Trustees of The University of Alabama (“Board”) approved the Campus Master Plan Amendment for the Partlow Campus which recognized the use of the campus for business and support functions and the uses proposed herein are consistent with that plan; and

WHEREAS, on November 3, 2017, in accordance with Board Rule 415, the Board approved the Stage I submittal for the University Services Campus Renovations project (“Project”) located at the former Partlow Campus on Ruby Tyler Parkway; and

WHEREAS, on November 3, 2017, the Board approved an amendment to the Campus Master Plan to include the retention of Building 1024 (Cottage 1); and

WHEREAS, the Project will entail the renovation of four (4) buildings totaling approximately 59,302 gross square feet for use by Construction Administration (Building 1024 – formerly Cottage 1), Design and Engineering Services (Building 1023 – formerly Cottage 4), Furnishings and Design (Building 1021 – formerly Cottage 3) and Environmental Health and Safety (Building 1017 – formerly Cottage 7); and

WHEREAS, due to the schedule, number of users, and varying program needs required by the user groups for each building, two Architectural/Engineering Selection process interviews were conducted December 7, 2017 in order to ensure adequate design capacity to meet the schedule; and

WHEREAS, the Consultant Selection Committee, appointed by The University of Alabama (“University”) has completed Part 1 of the Consultant Selection Process in accordance with Board Rule 415 and negotiations for the Environmental Health and Safety building (Building 1017) will be conducted following Board approval as follows:

Ranking of Top Firms:

1. Studio 2H Design, LLC, Birmingham, Alabama
2. Simonton Black Architects, Incorporated, Birmingham, Alabama
3. Designform, Incorporated, Birmingham, Alabama

WHEREAS, the Consultant Selection Committee, appointed by the University has completed Part 1 of the Consultant Selection Process in accordance with Board Rule 415 and negotiations for the Furnishings and Design (Building 1021), Design and Engineering Services (Building 1023) and Construction Administration (Building 1024) buildings will be conducted following Board approval as follows:

Ranking of Top Firms:

1. Payne Design Group, Montgomery, Alabama
2. Charles Williams & Associates, Incorporated, Birmingham, Alabama
3. Herrington Architects, Birmingham, Alabama

WHEREAS, the Project location and program have been reviewed and are consistent with the University Campus Master Plan, University Design Standards and the principles contained therein; and

WHEREAS, the Project will be funded from University Funds in the amount of \$9,431,296; and

WHEREAS, the budget for this Project remains as stipulated below:

BUDGET:		CURRENT
Construction – Construction Administration, building 1024	\$	1,764,200
Construction – Design and Engineering, building 1023	\$	1,800,000
Construction – Furnishings and Design, building 1021	\$	1,600,000
Construction – Environmental Health and Safety, building 1017	\$	1,600,000
Landscaping	\$	80,000
Furniture, Fixtures and Equipment	\$	601,860
Security/Access Control	\$	100,000
Telecommunication/Data	\$	200,000
Contingency* (10%)	\$	684,420
UA Project Management Fee** (3%)	\$	225,859
Architect/Engineer Fee*** (~8.5%)	\$	574,957
Expenses (Geotech, Construction Materials Testing)	\$	100,000
Other Fees and Services (testing, advertising, printing)	\$	100,000
TOTAL PROJECT COST	\$	9,431,296

*Contingency is based on 10% of the total cost of construction and landscaping.

**UA Project Management Fee is based on 3% of the cost of construction, landscaping and contingency.

***Architect/Engineer Fee is based on 6.8% of the total cost of construction plus a 1.25 renovation factor.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of The University of Alabama that Stuart R. Bell, President, Lynda Gilbert, Vice President for Financial Affairs and Treasurer, or those officers named in the most recent Board

Resolutions granting signature authority for the University be, and each hereby is, authorized to act for and on behalf of the Board to execute an architectural agreement with Studio 2H Design, LLC, Birmingham, Alabama, for the Environmental Health and Safety building (Building 1017) and Payne Design Group, Montgomery, Alabama, Montgomery, Alabama for the Furnishings and Design (Building 1021), Design and Engineering Services (Building 1023) and Construction Administration (Building 1024) buildings for architectural services in accordance with Board Rule 415 for this Project.




Division of
Financial Affairs

MEMO

January 5, 2018

To: Stuart R. Bell

From: Lynda Gilbert 

Subject: Board Item – Action: Stage II Submittal:
University Services Campus Renovations

Pursuant to Board Rule 415, a Consultant Selection Committee, appointed by The University of Alabama (“University”), solicited proposals from qualified architectural firms for the University Services Campus Renovations project (“Project”). Due to the schedule, number of users, and varying programs needs required by the user groups for each building, two Architectural/Engineering Selection process interviews were conducted December 7, 2017 in order to ensure adequate design capacity to meet the schedule.

The Consultant Committee’s recommendations were forwarded to and approved by the Physical Properties Committee Chair and Vice Chancellor for Finance and Administration for the respective Projects. The University is requesting approval to begin negotiations for the Environmental Health and Safety building (Building 1017) with the top ranked firms as follows:

1. Studio 2H Design, LLC, Birmingham, Alabama
2. Simonton Black Architects, Incorporated, Birmingham, Alabama
3. Designform, Incorporated, Birmingham, Alabama

The University is also requesting approval to begin negotiations for the Furnishings and Design (Building 1021), Design and Engineering Services (Building 1023), and Construction Administration (Building 1024) buildings with the top ranked firms as follows:

1. Payne Design Group, Montgomery, Alabama
2. Charles Williams & Associates, Incorporated, Birmingham, Alabama
3. Herrington Architects, Birmingham, Alabama

The Project will be funded from University Funds in the amount of \$9,431,296. This Project will eliminate \$9,431,296 in campus deferred maintenance liability.

This Project location and program have been reviewed and are consistent with the Campus Master Plan, University Design Standards, and the principles contained therein.

University Services Campus Renovations

January 5, 2018

Page 2

I have attached an Executive Summary Consultant Selection process – Part 1, Letter of Approval from the Physical Properties Committee Chair and Vice Chancellor for Finance and Administration, Interview Outline, Resolution, Executive Summary, Project Summary, Project Planning Report and Location map for your review. Subject to your approval, I recommend this item be forwarded to the Chancellor for inclusion as an Action Item on the agenda of the Physical Properties Committee at the Board of Trustees meeting scheduled for February 8 – 9, 2018.

LG/ccj

pc w/atchmts:

Michael Rodgers

Michael Lanier

Tim Leopard

Tom Love

Carl McKinney

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT**

BOARD OF TRUSTEES SUBMITTAL

Meeting Date: February 8 – 9, 2018

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: University Services Campus Renovations

PROJECT LOCATION: Former Partlow Campus on Ruby Tyler Parkway

ARCHITECT: Requesting in this submittal

<p>THIS SUBMITTAL:</p> <p><input type="checkbox"/> Stage I</p> <p><input checked="" type="checkbox"/> Stage II</p> <p><input type="checkbox"/> Stage III</p> <p><input type="checkbox"/> Stage IV</p>	<p>PREVIOUS APPROVALS:</p> <p><u>November 3, 2017</u></p> <hr/> <hr/>
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PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> New Construction			
<input type="checkbox"/> Building Addition			
<input checked="" type="checkbox"/> Building Renovation	Office & Administrative	100%	59,302
<input type="checkbox"/> Campus Infrastructure			
<input type="checkbox"/> Equipment			
<input type="checkbox"/> Other			
TOTAL		100%	59,302

BUDGET	Current
Construction – Construction Administration, building 1024	\$ 1,764,200
Construction – Design and Engineering, building 1023	\$ 1,800,000
Construction – Furnishings and Design, building 1021	\$ 1,600,000
Construction – Environmental Health and Safety, building 1017	\$ 1,600,000
Landscaping	\$ 80,000
Furniture, Fixtures and Equipment	\$ 601,860
Security/Access Control	\$ 100,000
Telecommunication/Data	\$ 200,000
Contingency* (10%)	\$ 684,420
UA Project Management Fee** (3%)	\$ 225,859
Architect/Engineer Fee*** (~8.5%)	\$ 574,957
Expenses (Geotech, Construction Materials Testing)	\$ 100,000
Other Fees and Services (testing, advertising, printing)	\$ 100,000
TOTAL PROJECT COST	\$ 9,431,296

*Contingency is based on 10% of the total cost of construction and landscaping.

**UA Project Management Fee is based on 3% of the total cost of construction, landscaping and contingency.

***Architect/Engineer Fee is based on 6.8% of the total of cost construction plus a 1.25 renovation factor.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
59,302 GSF x ~\$7.02/GSF:	\$ 416,443
TOTAL ESTIMATED ANNUAL O&M COSTS:	\$ 416,443

FUNDING SOURCE:	
Capital Outlay:	
University Funds	\$ 9,431,296
O&M Costs: University Annual Operating Funds	\$ 416,443

NEW EQUIPMENT REQUIRED:	
N/A	

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The University Services Campus (USC) (former Partlow Campus) Renovations project ("Project") will provide space for the growth needs of service support departments that have been assigned to the USC. These non-academic units support the campus operations, growth, and improvements. This off-campus location supports their mission and allows their operation to occur in a back-of-house location.

The assigned departments work extensively with external vendors and the public and this new location will provide ease of access for users and external partners. This reassignment from the core campus area will then provide for the reallocation of the vacated space or land to departments and programs that are integrally involved with students and faculty.

Overall, this Project will provide approximately 59,302 gross square feet (GSF) of total space comprised in four (4) buildings for offices, meeting rooms, and support facilities.

The four (4) departments include Environmental Health and Safety, Construction Administration, Design and Engineering, and Furnishings and Design. The Departments will be co-located to support necessary functional adjacency and collaboration, which will support efficient operations.

ATTACHMENT NO. 1

Project: University Services Campus Renovations

BOT Submittal: Stage II

Meeting Date: February 8 – 9, 2018

Project Summary

UNIVERSITY SERVICES CAMPUS RENOVATIONS

The University Services Campus (USC) (former Partlow Campus) Renovations project (“Project”) will provide space for growth needs of service support departments that have been assigned to the USC. These non-academic units support campus operations, growth, and improvements. This off-campus location supports their mission and allows their operation to occur in a back-of-house location. The assigned departments work extensively with external vendors and the public and this new location will provide ease of access for users and external partners. Overall, this Project will provide approximately 59,302 gross square feet (GSF) of total space comprised in four (4) buildings for offices, meeting rooms, and support facilities.

The scope of renovations for all four (4) facilities is similar and primarily address code compliance, HVAC, plumbing issues, interior finishes, and technology integration. This includes, but is not limited to:

- Replacement of the fire alarm system to comply with current code and campus standards including the event notification system.
- Installation of a new mechanical system. The Alabama Department of Mental Health (“ADMH”) previously decommissioned the campus steam system and chilled water; however, there was no conditioned air in the building.
- Integration with the University’s building automation system to ensure centrally controlled and diagnostic capabilities.
- Installation of new technology infrastructure including phone, data and wifi.
- Installation of new lighting and lighting control systems.
- Installation of new audio/visual equipment as needed to support meetings and training.
- Replacement of existing plumbing systems and fixtures.
- Installation of new security and access control components.
- General exterior painting and refurbishment.

As new roofs were installed on these buildings in the early 2000s, the exterior envelopes are in better condition than the Kidd Building, where Environmental Health and Safety (“EHS”) is currently located. EHS will utilize building 1017, formerly labeled as Cottage 7, which contains 14,375 GSF. The Kidd Building that EHS currently occupies is shown to be removed on the 2017 Master Campus Plan to facilitate construction of the new Alumni Hall. Furthermore, the existing building has significant deferred maintenance issues and does not include important code requirements to appropriately support EHS operations. The renovated facility will support all EHS functions and programs including Fire Safety, Environmental Compliance including MS4

permitting (requirement for stormwater) and Chemical Management, Food Safety, General Safety and Hazardous Materials Management.

As previously included in Tab 4 of the Annual Consolidated Capital Projects and Facilities Report, Project Delivery Services is comprised of Construction Administration, Design and Engineering Services, and Furnishings and Design. The Departments will be co-located with one another to support necessary functional adjacency and collaboration. Construction Administration will be located in building 1024 (former Cottage 1) which is comprised of 15,276 GSF. Design and Engineering Services will be located in building 1023 (former Cottage 4) which is comprised of 15,276 GSF. Furnishings and Design will be located in building 1021 (former Cottage 3) which is comprised of 14,375 GSF.

December 13, 2017

Dr. Dana S. Keith
Vice Chancellor for Finance and Administration
Sid McDonald Hall
500 University Boulevard, East
Tuscaloosa, AL 35401

Trustee James W. Wilson, III
Chair, Physical Properties Committee
Chairman and CEO
Jim Wilson & Associates, LLC
2660 Eastchase Lane, Suite 100
Montgomery, AL 36117

RE: Consultant Selection Process – Part 1
University Services Campus Renovations
Furnishings and Design (Building 1021)
Design and Engineering Services (Building 1023)
Construction Administration (Building 1024)

Dear Dr. Keith and Trustee Wilson,

Pursuant to Board Rule 415, on November 3, 2017, The Board of Trustees of The University of Alabama (“Board”) approved the Stage I submittal for the University Services Campus Renovations project (“Project”) at a projected cost of \$9,431,296. The renovations for the Furnishings and Design (Building 1021), Design and Engineering Services (Building 1023) and Construction Administration (Building 1024) buildings were included in the Project at a cost of \$5,164,200.

Pursuant to Board Rule 415, notifications for the Project, including a brief description of the Project program, location, and preliminary budget were advertised, issued by email to Alabama-based firms and others in the consultant database, and posted on The University of Alabama (“University”) campus web page. Firms desiring to be considered were requested to provide brochures to the University outlining their qualifications, relevant experience and proposed team members by November 16, 2017.

A Consultant Selection Committee, appointed by the University in accordance with the provisions of Board Rule 415, reviewed the submitted brochures and on December 7, 2017, interviewed the following architectural firms for the Furnishings and Design (Building 1021), Design and Engineering Services (Building 1023) and Construction Administration (Building 1024) buildings:

- Charles Williams & Associates, Incorporated, Birmingham, Alabama
- Herrington Architects, Birmingham, Alabama
- Payne Design Group, Montgomery, Alabama

The Consultant Selection Committee then determined the following ranking for the firms deemed most qualified for the Project:

1. Payne Design Group, Montgomery, Alabama
2. Charles Williams & Associates, Incorporated, Birmingham, Alabama
3. Herrington Architects, Birmingham, Alabama

The primary selection criteria used in the ranking of the firms included the following:

1. The firms represented a clear understanding of the Project program and goals, as well as how to achieve them, specifically, expertise with renovating office facilities and support spaces to support an efficient and collaborative work environment.
2. The firms are familiar with the University facilities standards and the regulatory requirements for the design of the Project.
3. The firms presented the most favorable listing of qualified principals, staff and associated engineers for the Project along with a commitment to meet the University's schedule for completion of the design and construction of the Project.
4. The firms are committed to using Alabama-based consultant engineers and architects for the Project.

Approval is hereby requested for:

1. The ranking of consultant firms listed hereinbefore.
2. Approval to submit these rankings to the Physical Properties Committee for review and approval.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



Lynda Gilbert
Vice President for Financial Affairs
and Treasurer

Attachment

pc/atchmt: Michael Rodgers
Michael Lanier
Tim Leopard
Tom Love
Carl McKinney

The above listing of firms ranked as the most qualified for the Project are hereby approved and by forwarding this executed document to the Chancellor's office, the rankings are approved for inclusion in the Board materials to the Physical Properties Committee.

Dr. Dana S. Keith: **Recommend for Approval**
Vice Chancellor for Finance and Administration

Trustee James W. Wilson, III: **Approval Recommended**
Chair of the Physical Properties Committee

The University of Alabama
Architectural Presentation Outline
University Services Campus
Furnishing and Design (Building 1021)
Design and Engineering Services (Building 1023)
Construction Administration (1024)
UA Project No. 1024-18-1349

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Score 1-5)

- A. Describe your firm's experience working with other universities and state agencies.
- B. Describe your firm's experience working with The University of Alabama.
 - a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.
- C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm's approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Score 1-5)

- A. Identify and describe the proposed team's past experience providing A/E services that are identical or similar to this project within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first.
- B. Provide references (for each project listed above, identify the following):
 - The Owner's name and their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.

The Owner may contact these references during this qualification process.
- C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Score 1-5)

- A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).
- B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT'S ABILITY TO MEET INSURANCE REQUIREMENTS (Score 1-5)

- A. Does your firm/organization have the ability to meet all of the UA insurance requirements? (see attached)
- B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Score 1-5)

- A. Describe some of your design or construction challenges and solutions you may have encountered during major renovations of existing buildings.
- B. What is your design approach or methodology and standard of care with renovation projects?

Oral Interview Criteria/Focus
University Services Campus
Furnishing and Design (Building 1021)
Design and Engineering Services (Building 1023)
Construction Administration (1024)
UA Project No. 1024-18-1349
December 7, 2017

1. **Welcome/Introduction (time allotted = 5 minutes)**
 - a. Design Team
 - i. Brief Introduction of your firm and the person or team who is ultimately responsible for project success.

2. **Renovation and Fit-out Expertise (time allotted = 15 minutes)**
 - a. Describe your team's expertise with this project type. Reference one **identical** or **similar** project and discuss any challenges and solutions during design and construction.

3. **Project Design Schedule (time allotted = 5 minutes)**
 - a. Provide a proposed design and construction schedule for this project assuming a BOT Approval in February.

4. **Questions & Answers (time allotted = 5 minutes)**

Part 1

**EXECUTIVE SUMMARY
CONSULTANT SELECTION PROCESS
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: February 8 - 9, 2018

Campus: The University of Alabama

Project Name: University Services Campus Renovations
Furnishings and Design (Building 1021)
Design and Engineering Services (Building 1023)
Construction Administration (Building 1024)

Project Location: Partlow Campus on Ruby Tyler Parkway

Prepared By: Vince Dooley/Carla Coleman Jones Date: December 13, 2017

Project Type	Range of Construction Costs		
<input checked="" type="checkbox"/> Building Renovations	\$	5,150,000	to \$ 6,000,000
<input type="checkbox"/> Building Addition	\$	_____	to \$ _____
<input type="checkbox"/> New Construction	\$	_____	to \$ _____
<input type="checkbox"/> Campus Infrastructure	\$	_____	to \$ _____
<input type="checkbox"/> Equipment	\$	_____	to \$ _____
<input type="checkbox"/> Other	\$	_____	to \$ _____

Building Type - Group I	Percentage of Project
<input type="checkbox"/> Industrial Building Without Special Facilities	_____ %
<input type="checkbox"/> Parking Structures/Repetitive Garages	_____ %
<input type="checkbox"/> Simple Loft Type Structure	_____ %
<input type="checkbox"/> Warehouses/Utility Type Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group II	Percentage of Project
<input type="checkbox"/> Apartments and Dormitories	_____ %
<input type="checkbox"/> Exhibit Halls	_____ %
<input type="checkbox"/> Manufacture/Industrial Facilities	_____ %
<input type="checkbox"/> Office Building (Without Tenant Improvements)	_____ %
<input type="checkbox"/> Printing Plants	_____ %
<input type="checkbox"/> Service Garage/Facility	_____ %
<input type="checkbox"/> Other (Storm Shelter and Multi-Purpose Event)	_____ %

Building Type – Group III	Percentage of Project
<input type="checkbox"/> College Classroom Facilities	_____ %
<input type="checkbox"/> Convention Facilities	_____ %
<input type="checkbox"/> Extended Care Facilities	_____ %
<input type="checkbox"/> Gymnasiums	_____ %
<input type="checkbox"/> Hospitals	_____ %
<input type="checkbox"/> Institutional Dining Halls	_____ %
<input type="checkbox"/> Laboratories	_____ %
<input type="checkbox"/> Libraries	_____ %
<input type="checkbox"/> Medical Schools	_____ %
<input type="checkbox"/> Medical Office Facilities and Clinics	_____ %
<input type="checkbox"/> Mental Institutions	_____ %
<input checked="" type="checkbox"/> Office Buildings (with tenant improvements)	100 %
<input type="checkbox"/> Parks	_____ %
<input type="checkbox"/> Playground and Recreational Facilities	_____ %
<input type="checkbox"/> Public Health Centers	_____ %
<input type="checkbox"/> Research Facilities	_____ %
<input type="checkbox"/> Stadiums	_____ %
<input type="checkbox"/> Central Utilities Plants	_____ %
<input type="checkbox"/> Water Supply and Distribution Plants	_____ %
<input type="checkbox"/> Sewage Treatment and Underground Systems	_____ %
<input type="checkbox"/> Electrical Substations and Primary and Secondary Distribution Systems, Roads, Bridges and Major Site Improvements when performed as Independent projects	_____ %

Building Type – Group IV	Percentage of Project
<input type="checkbox"/> Aquariums	_____ %
<input type="checkbox"/> Auditoriums	_____ %
<input type="checkbox"/> Art Galleries	_____ %
<input type="checkbox"/> College Buildings with special features	_____ %
<input type="checkbox"/> Communications Buildings	_____ %
<input type="checkbox"/> Special Schools	_____ %
<input type="checkbox"/> Theaters and similar facilities	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group V	Percentage of Project
<input type="checkbox"/> Residences and Specialized Decorative Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Repetitive Design or Duplication of Facilities	
Does the Building Program/Requirements support repetitive design or duplication of Facilities justifying an adjustment in A/E Design Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Building Program Development	
Will the A/E Agreement require the Development of a Comprehensive Building/Design Program in lieu of one provided by Owner requiring an adjustment in A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Construction Consultant Services	
Will the University be utilizing a Construction Consultant who will perform some of the services normally provided by the Architect requiring an adjustment of A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Multiple Prime Trade Contracts	
Will the project be competitively bid and constructed using Multiple Trade Contracts requiring additional services from the A/E?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Design Build Services	
Will the University be using a Design/Build process, which will result in a reduction in contracted design services and a corresponding adjustment in A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Architect/Engineer Project Notifications	
<input type="checkbox"/> Advertised through State Building Commission	
<input type="checkbox"/> Local/State Trade Journals	
<input checked="" type="checkbox"/> Posted on Campus Web Pages	
<input checked="" type="checkbox"/> Direct Contact with A/E Companies/Firms	
<input checked="" type="checkbox"/> Other: Newspaper and email distribution list	

Appointed Consultant Selection Committee (CSC): (Name and Title)

1. Vince Dooley, Architectural Design Coordinator
2. Garrett Goodman, Staff Architect
3. Dan Wolfe, University Planner and Designer
4. Susanna Johnson, Director, Furnishings and Design

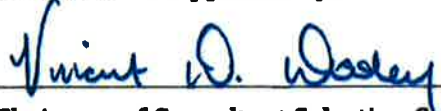
Qualified Firms/Companies Submitted:

1. Charles Williams & Associates, Incorporated, Birmingham, Alabama
2. Herrington Architects, Birmingham, Alabama
3. Payne Design Group, Montgomery, Alabama

Ranking of Most Qualified Firms to be submitted to the Physical Properties Committee

1. Payne Design Group, Montgomery, Alabama
2. Charles Williams & Associates, Incorporated, Birmingham, Alabama
3. Herrington Architects, Birmingham, Alabama

Reviewed and approved by:



 Chairman of Consultant Selection Committee



 Vice President for Financial Affairs and Treasurer

December 13, 2017

Dr. Dana S. Keith
Vice Chancellor for Finance and Administration
Sid McDonald Hall
500 University Boulevard, East
Tuscaloosa, AL 35401

Trustee James W. Wilson, III
Chair, Physical Properties Committee
Chairman and CEO
Jim Wilson & Associates, LLC
2660 Eastchase Lane, Suite 100
Montgomery, AL 36117

RE: Consultant Selection Process – Part 1
University Services Campus Renovations,
Environmental Health & Safety (Building 1071)

Dear Dr. Keith and Trustee Wilson,

Pursuant to Board Rule 415, on November 3, 2017, The Board of Trustees of The University of Alabama (“Board”) approved the Stage I submittal for the University Services Campus Renovations project (“Project”) at a projected cost of \$9,431,296. The Environmental Health & Safety Renovations for building 1017 was included in the Project at a cost of \$1,600,000.

Pursuant to Board Rule 415, notifications for the Project, including a brief description of the Project program, location, and preliminary budget were advertised, issued by email to Alabama-based firms and others in the consultant database, and posted on The University of Alabama (“University”) campus web page. Firms desiring to be considered were requested to provide brochures to the University outlining their qualifications, relevant experience and proposed team members by November 16, 2017.

A Consultant Selection Committee, appointed by the University in accordance with the provisions of Board Rule 415, reviewed the submitted brochures and on December 7, 2017, interviewed the following architectural firms:

- Designform, Incorporated, Birmingham, Alabama
- Simonton Black Architects, Incorporated, Birmingham, Alabama
- Studio 2H Design, LLC, Birmingham, Alabama

The Consultant Selection Committee then determined the following ranking for the firms deemed most qualified for the Project:

1. Studio 2H Design, LLC, Birmingham, Alabama
2. Simonton Black Architects, Incorporated, Birmingham, Alabama
3. Designform, Incorporated, Birmingham, Alabama

The primary selection criteria used in the ranking of the firms included the following:

1. The firms represented a clear understanding of the Project program and goals, as well as how to achieve them, specifically, expertise with renovating office facilities and support spaces.
2. The firms are familiar with the University facilities standards and the regulatory requirements for the design of the Project.
3. The firms presented the most favorable listing of qualified principals, staff and associated engineers for the Project along with a commitment to meet the University's schedule for completion of the design and construction of the Project.
4. The firms are committed to using Alabama-based consultant engineers and architects for the Project.

Approval is hereby requested for:

1. The ranking of consultant firms listed hereinbefore.
2. Approval to submit these rankings to the Physical Properties Committee for review and approval.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



Lynda Gilbert
Vice President for Financial Affairs
and Treasurer

Attachment

pc/atcmt: Michael Rodgers
Michael Lanier
Tim Leopard
Tom Love
Carl McKinney

The above listing of firms ranked as the most qualified for the Project are hereby approved and by forwarding this executed document to the Chancellor's office, the rankings are approved for inclusion in the Board materials to the Physical Properties Committee.

Dr. Dana S. Keith: **Recommend for Approval**
Vice Chancellor for Finance and Administration

Trustee James W. Wilson, III: **Approval Recommended**
Chair of the Physical Properties Committee

Part 1

**EXECUTIVE SUMMARY
CONSULTANT SELECTION PROCESS
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: February 8 - 9, 2018

Campus: The University of Alabama
 Project Name: University Services Campus Renovations, Environmental Health & Safety (Building 1017)
 Project Location: Partlow Campus on Ruby Tyler Parkway
 Prepared By: Vince Dooley/Carla Coleman Jones Date: December 13, 2017

Project Type		Range of Construction Costs		
<input checked="" type="checkbox"/>	Building Renovations	\$	1,550,000	to \$ 1,650,000
<input type="checkbox"/>	Building Addition	\$		to \$
<input type="checkbox"/>	New Construction	\$		to \$
<input type="checkbox"/>	Campus Infrastructure	\$		to \$
<input type="checkbox"/>	Equipment	\$		to \$
<input type="checkbox"/>	Other	\$		to \$

Building Type - Group I		Percentage of Project
<input type="checkbox"/>	Industrial Building Without Special Facilities	_____ %
<input type="checkbox"/>	Parking Structures/Repetitive Garages	_____ %
<input type="checkbox"/>	Simple Loft Type Structure	_____ %
<input type="checkbox"/>	Warehouses/Utility Type Buildings	_____ %
<input type="checkbox"/>	Other	_____ %

Building Type - Group II		Percentage of Project
<input type="checkbox"/>	Apartments and Dormitories	_____ %
<input type="checkbox"/>	Exhibit Halls	_____ %
<input type="checkbox"/>	Manufacture/Industrial Facilities	_____ %
<input type="checkbox"/>	Office Building (Without Tenant Improvements)	_____ %
<input type="checkbox"/>	Printing Plants	_____ %
<input type="checkbox"/>	Service Garage/Facility	_____ %
<input type="checkbox"/>	Other (Storm Shelter and Multi-Purpose Event)	_____ %

Building Type - Group III	Percentage of Project
<input type="checkbox"/> College Classroom Facilities	_____ %
<input type="checkbox"/> Convention Facilities	_____ %
<input type="checkbox"/> Extended Care Facilities	_____ %
<input type="checkbox"/> Gymnasiums	_____ %
<input type="checkbox"/> Hospitals	_____ %
<input type="checkbox"/> Institutional Dining Halls	_____ %
<input type="checkbox"/> Laboratories	_____ %
<input type="checkbox"/> Libraries	_____ %
<input type="checkbox"/> Medical Schools	_____ %
<input type="checkbox"/> Medical Office Facilities and Clinics	_____ %
<input type="checkbox"/> Mental Institutions	_____ %
<input checked="" type="checkbox"/> Office Buildings (with tenant improvements)	100 %
<input type="checkbox"/> Parks	_____ %
<input type="checkbox"/> Playground and Recreational Facilities	_____ %
<input type="checkbox"/> Public Health Centers	_____ %
<input type="checkbox"/> Research Facilities	_____ %
<input type="checkbox"/> Stadiums	_____ %
<input type="checkbox"/> Central Utilities Plants	_____ %
<input type="checkbox"/> Water Supply and Distribution Plants	_____ %
<input type="checkbox"/> Sewage Treatment and Underground Systems	_____ %
<input type="checkbox"/> Electrical Substations and Primary and Secondary Distribution Systems, Roads, Bridges and Major Site Improvements when performed as Independent projects	_____ %

Building Type - Group IV	Percentage of Project
<input type="checkbox"/> Aquariums	_____ %
<input type="checkbox"/> Auditoriums	_____ %
<input type="checkbox"/> Art Galleries	_____ %
<input type="checkbox"/> College Buildings with special features	_____ %
<input type="checkbox"/> Communications Buildings	_____ %
<input type="checkbox"/> Special Schools	_____ %
<input type="checkbox"/> Theaters and similar facilities	_____ %
<input type="checkbox"/> Other	_____ %

Building Type - Group V	Percentage of Project
<input type="checkbox"/> Residences and Specialized Decorative Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Repetitive Design or Duplication of Facilities

Does the Building Program/Requirements support repetitive design or duplication of Facilities justifying an adjustment in A/E Design Fees? Yes No

Building Program Development

Will the A/E Agreement require the Development of a Comprehensive Building/Design Program in lieu of one provided by Owner requiring an adjustment in A/E Fees? Yes No

Construction Consultant Services

Will the University be utilizing a Construction Consultant who will perform some of the services normally provided by the Architect requiring an adjustment of A/E Fees? Yes No

Multiple Prime Trade Contracts

Will the project be competitively bid and constructed using Multiple Trade Contracts requiring additional services from the A/E? Yes No

Design Build Services

Will the University be using a Design/Build process, which will result in a reduction in contracted design services and a corresponding adjustment in A/E Fees? Yes No

Architect/Engineer Project Notifications

- Advertised through State Building Commission
- Local/State Trade Journals
- Posted on Campus Web Pages
- Direct Contact with A/E Companies/Firms
- Other: Newspaper and email distribution list

Appointed Consultant Selection Committee (CSC): (Name and Title)

1. Vince Dooley, Architectural Design Coordinator
2. Garrett Goodman, Staff Architect
3. Susanna Johnson, Director, Furnishings and Design
4. Dan Wolfe, University Planner and Designer


Qualified Firms/Companies Submitted:

1. Designform, Incorporated, Birmingham, Alabama
2. Simonton Black Architects, Incorporated, Birmingham, Alabama
3. Studio 2H Design, LLC, Birmingham, Alabama

Ranking of Most Qualified Firms to be submitted to the Physical Properties Committee

1. Studio 2H Design, LLC, Birmingham, Alabama
2. Simonton Black Architects, Incorporated, Birmingham, Alabama
3. Designform, Incorporated, Birmingham, Alabama

Reviewed and approved by:



Chairman of Consultant Selection Committee



Vice President for Financial Affairs and Treasurer

The University of Alabama
Architectural Presentation Outline
University Services Campus
Environmental Health & Safety (Building 1017)
UA Project No. 1017-17-1073
Part I

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Score 1-5)

- A. Describe your firm's experience working with other universities and state agencies.
- B. Describe your firm's experience working with The University of Alabama.
 - a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.
- C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm's approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Score 1-5)

- A. Identify and describe the proposed team's past experience providing A/E services that are identical or similar to this project within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first.
- B. Provide references (for each project listed above, identify the following):
 - The Owner's name and their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.The Owner may contact these references during this qualification process.
- C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Score 1-5)

- A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).
- B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT'S ABILITY TO MEET INSURANCE REQUIREMENTS (Score 1-5)

- A. Does your firm/organization have the ability to meet all of the UA insurance requirements? (see attached)
- B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Score 1-5)

- A. Describe some of your design or construction challenges and solutions you may have encountered during major renovations of existing buildings.
- B. What is your design approach or methodology and standard of care with renovation projects?

The University of Alabama
Architectural Presentation Outline
University Services Campus
Environmental Health & Safety (Building 1017)
UA Project No. 1017-17-1073
Date: December 7, 2017

1. Welcome/Introduction (*time allotted = 5 minutes*)
 - a. Design Team
 - i. Brief Introduction of your firm and the person or team who is ultimately responsible for project success.
2. Renovation and Fit-out Expertise (*time allotted = 15 minutes*)
 - a. Describe your team's expertise with this project type. Reference one identical or similar project and discuss any challenges and solutions during design and construction.
3. Project Design Schedule (*time allotted = 5 minutes*)
 - a. Provide a proposed design and construction schedule for this project assuming a BOT Approval in February.
4. Questions and Answers (*time allotted = 5 minutes*)

THE UNIVERSITY OF ALABAMA SYSTEM
PROJECT PLANNING REPORT
DATE: February 8 - 9, 2018

INITIAL REPORT
 INTERIM REPORT
 FINAL REPORT
 1 REPORT NO.

TO: OFFICE OF THE CHANCELLOR
BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA

FROM: OFFICE OF THE PRESIDENT
THE UNIVERSITY OF ALABAMA

1. PROJECT: University Services Campus Renovations

2. LOCATION: Former Partlow Campus on Ruby Tyler Parkway

3. ARCHITECT/ENGINEER: Requesting in this submittal

4. PROJECT STATUS:			
A. SCHEMATIC DESIGN	DATE INITIATED	<u>February-18</u>	
	% COMPLETE	<u>0%</u>	
	* DATE COMPLETED (Projected)	<u>March-18</u>	
B. PRELIMINARY DESIGN:	DATE INITIATED	<u>March-18</u>	
	% COMPLETE	<u>0%</u>	
	* DATE COMPLETED	<u>April-18</u>	
C. CONSTRUCTION DOCUMENTS:	DATE INITIATED	<u>April-18</u>	
	% COMPLETE	<u>0%</u>	
	* DATE COMPLETED	<u>May-18</u>	
D. SCHEDULED BID DATE:		<u>June-18</u>	

5. CURRENT PROJECT BUDGET:	CURRENT
A. CONSTRUCTION - CONSTRUCTION ADMINISTRATION, BUILDING 1024	\$ 1,764,200
B. CONSTRUCTION - DESIGN AND ENGINEERING, BUILDING 1023	\$ 1,800,000
C. CONSTRUCTION - FURNISHINGS AND DESIGN, BUILDING 1021	\$ 1,600,000
D. CONSTRUCTION - ENVIRONMENTAL HEALTH AND SAFETY, BUILDING 1017	\$ 1,600,000
E. LANDSCAPING	\$ 80,000
F. FURNITURE, FIXTURES AND EQUIPMENT	\$ 601,860
G. SECURITY/ACCESS CONTROL	\$ 100,000
H. TELECOMMUNICATION/DATA	\$ 200,000
I. CONTINGENCY* (10%)	\$ 684,420
J. UA PROJECT MANAGEMENT FEE** (3%)	\$ 225,859
K. ARCHITECT/ENGINEER FEE*** (~8.5%)	\$ 574,957
L. EXPENSES (GEOTECH, CONSTRUCTION MATERIALS TESTING)	\$ 100,000
M. OTHER FEES AND SERVICES (TESTING, ADVERTISING, PRINTING)	\$ 100,000
N. TOTAL PROJECT COST	\$ 9,431,296

*Contingency is based on 10% of the total cost of construction and landscaping.
 **UA Project Management Fee is based on 3% of the total cost of construction, landscaping and contingency.
 ***Architect/Engineer Fee is based on 6.8% of the total cost of construction plus a 1.25 renovation factor.

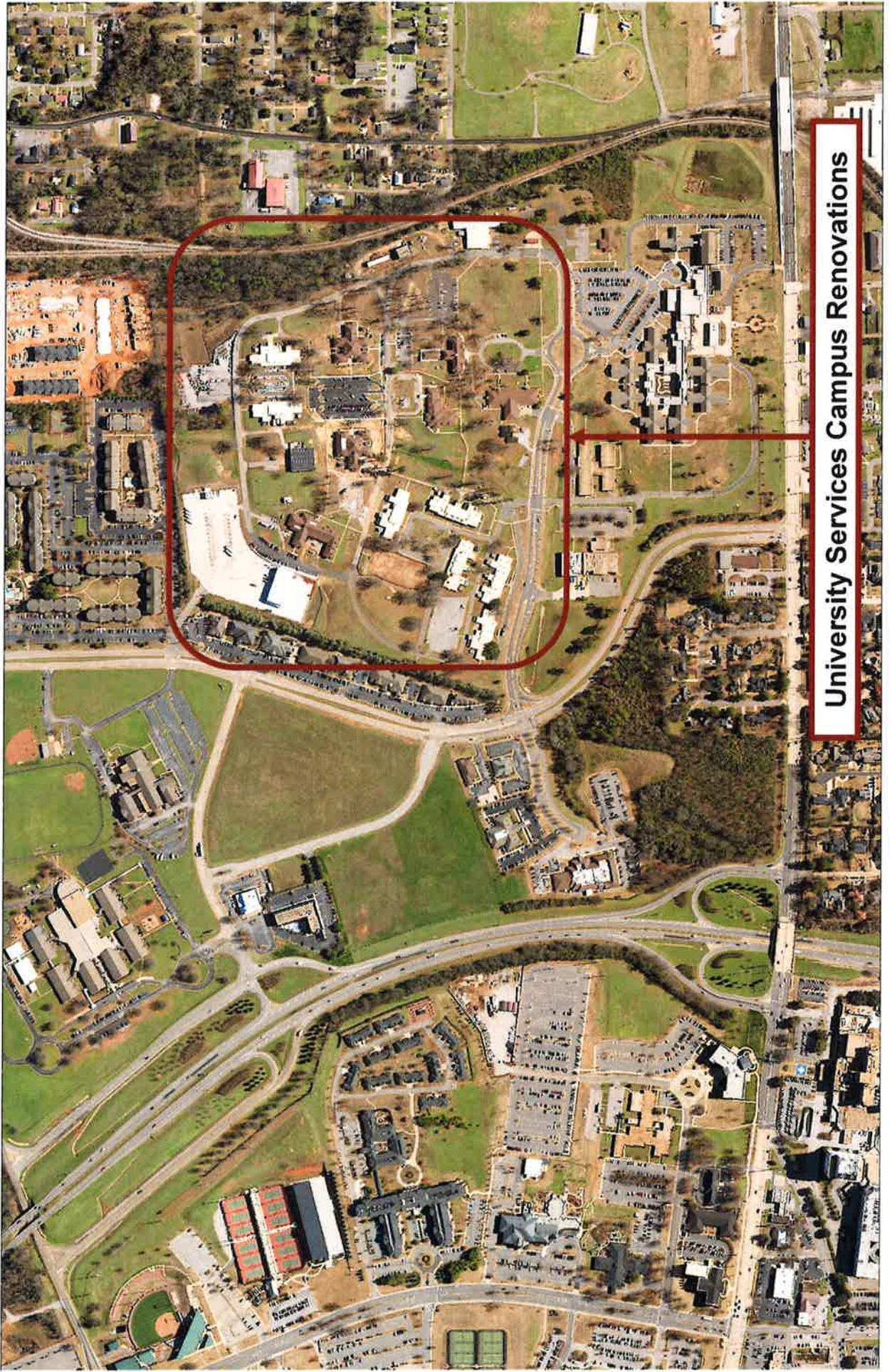
6. FUNDING/RESOURCES: University Funds - \$9,431,296

7. REMARKS _____

* FINAL AGENCY APPROVAL

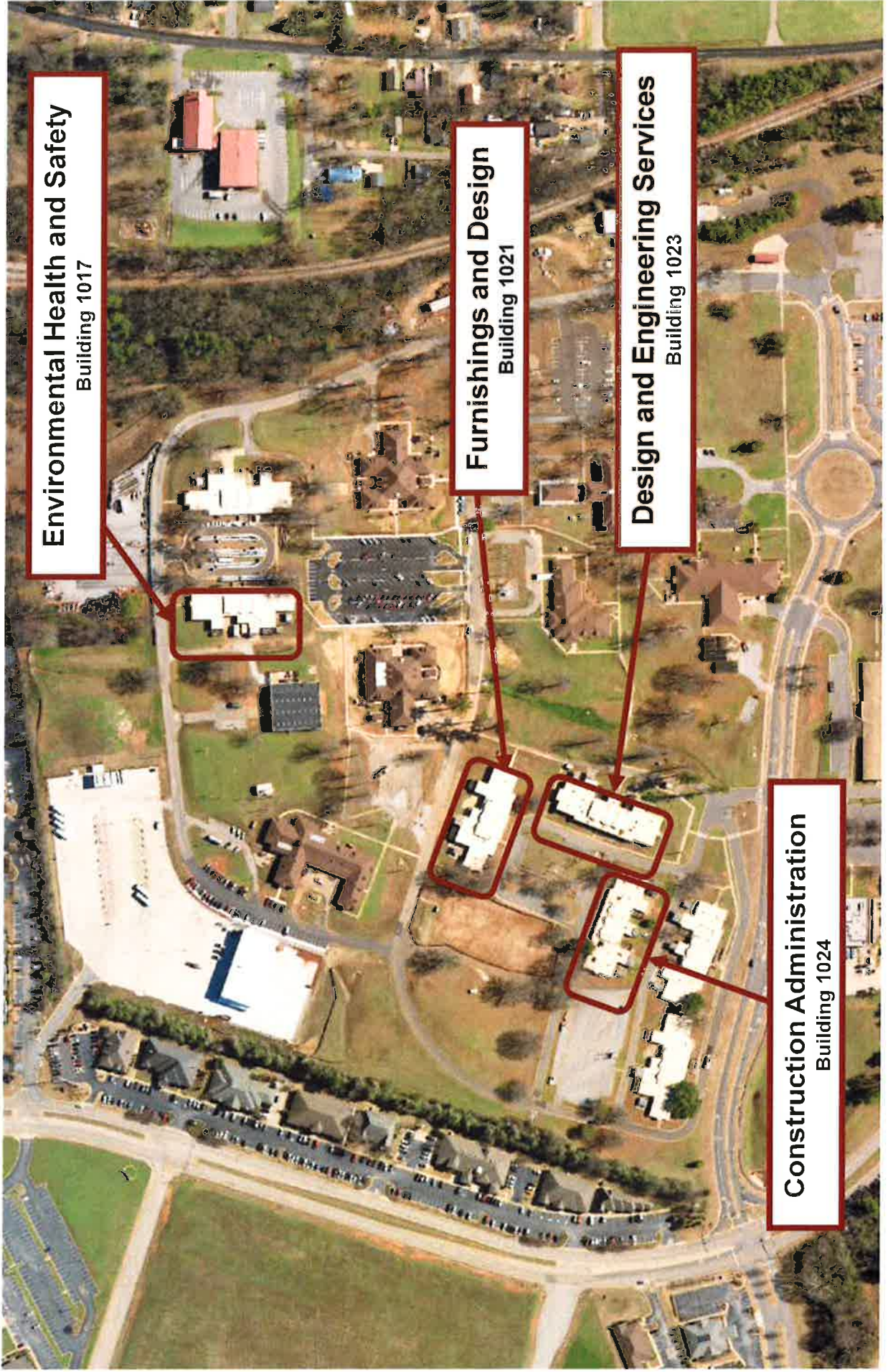
SUBMITTED BY: *Tim Leopard*

LOCATION MAP



University Services Campus Renovations

UNIVERSITY SERVICES CAMPUS RENOVATIONS



Environmental Health and Safety
Building 1017

Furnishings and Design
Building 1021

Design and Engineering Services
Building 1023

Construction Administration
Building 1024